



CPAC OVERVIEW



Civilian Personnel Advisory Center

**Fort Eustis, VA
Scott AFB, IL
Redstone Arsenal, AL**



**Advisory Services
In-Processing
Recruitment and
Placement
Classification**

**Labor Relations
Management-
Employee Relations
Workers'
Compensation
Disability
Retirement**

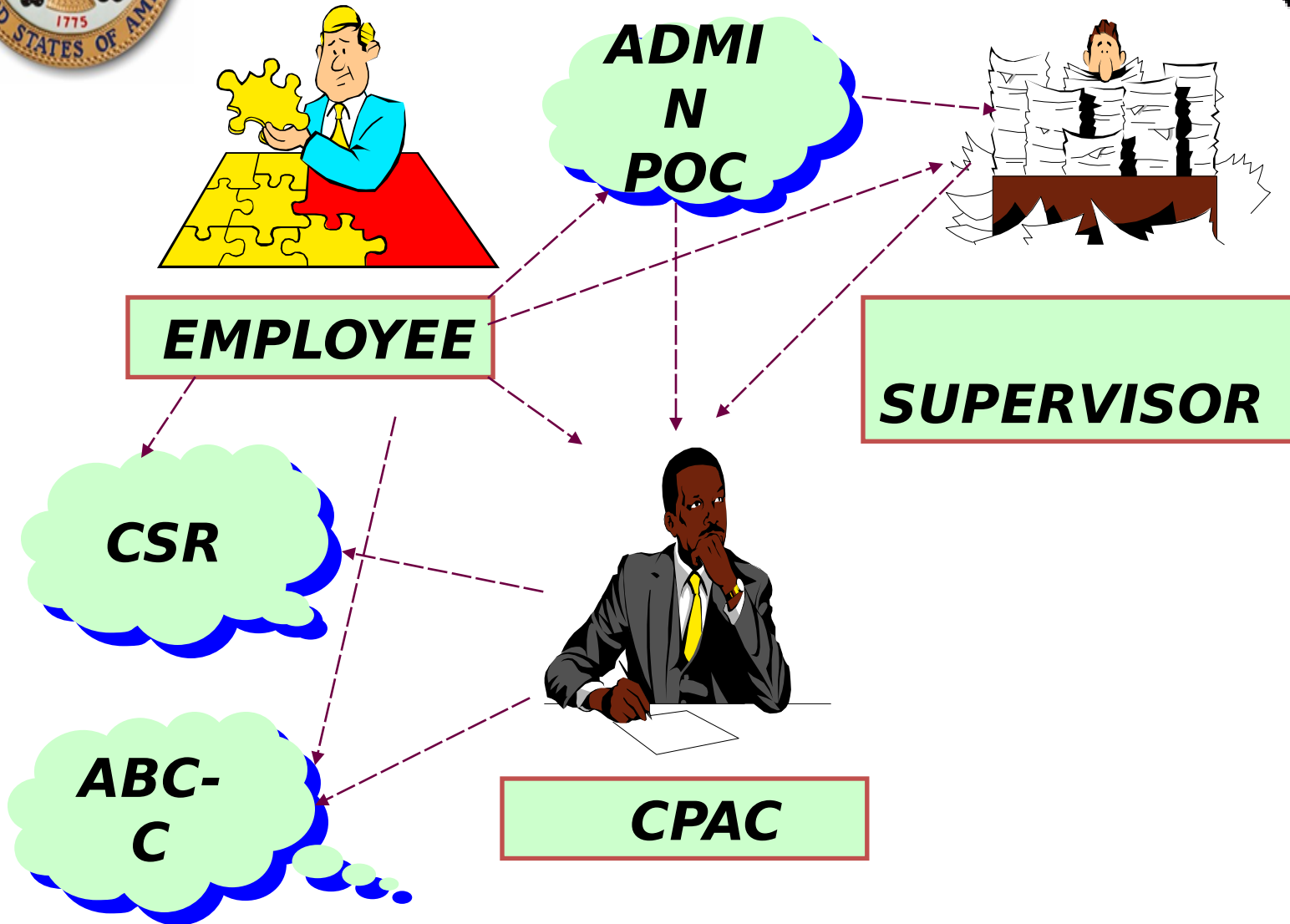
**Regional Processing Center
Redstone Arsenal, AL**

**Process Personnel Actions
Maintain Official Personnel
Folders (OPFs)**

**ABC-C - Fort Riley, KS
Health Benefits
Life Insurance
Retirement
Survivor Benefits
Thrift Savings Plan**



YOU HAVE A QUESTION?





CUSTOMER SERVICE REPRESENTATIVES (CSR)

ORGANIZATION	CSR	TELEPHONE #
SDDC OPS & TEA	Teresa Gholston	DSN 770-5317
WATERCRAFT EIRB	Mary Estep/Laurie Anick	(586) 282-8584
LAO & CID	Myrtice Askew	DSN 367-3094
TRADOC & Atlantic Region	Davey Moore	(757) 225-1832 or (757) 764- 2377
ALL OTHERS	Virginia Woodard	(757) 764- 4787/2377



Employee Checklist



- ✓ **SF 50**
- ✓ **Position Description (PD)**
- ✓ **AKO E-Mail Address**
- ✓ **Common Access Card (CAC)**
- ✓ **ABC-C/EBIS USER ID and Password**
- ✓ **MY PAY PIN**
- ✓ **TSP Account Number and PIN**
- ✓ **Performance Counseling**
- ✓ **Emergency Contact Database**





Notification of Personnel Action (NPA)



Standard Form 50-B

Rev. 7/91

U.S. Office of Personnel Management

FPM Supp. 296-33, Subch. 4

NOTIFICATION OF PERSONNEL ACTION

1. Name (Last, First, Middle) DOVE, WARREN Q.	2. Social Security Number 111-11-1111	3. Date of Birth 01-01-1960	4. Effective Date 01-01-2002
--	--	--------------------------------	---------------------------------

FIRST ACTION		SECOND ACTION	
5-A. Code 101	5-B. Nature of Action Career-Cond Appt	6-A. Code	6-B. Nature of Action
5-C. Code ZBA	5-D. Legal Authority P.L. 106-117, Sec. 511	6-C. Code	6-D. Legal Authority
5-E. Code	5-F. Legal Authority	6-E. Code	6-F. Legal Authority



NPA (Cont'd)

7. FROM: Position Title and Number

15. TO: Position Title and Number

TRAINING SPECIALIST
123456 - 12345

8. Pay Plan	9. Occ. Code	10. Grade/Level	11. Step/Rate	12. Total Salary	13. Pay Basis	16. Pay Plan	17. Occ. Code	18. Grade/Level	19. Step/Rate	20. Total Salary/Award	21. Pay Basis
						GS	1712	12	01	58,665.00	
12A. Basic Pay		12B. Locality Adj.	12C. Adj. Basic Pay		12D. Other Pay	20A. Basic Pay		20B. Locality Adj.	20C. Adj. Basic Pay		20D. Other Pay
						52,899.00		5,766.00	58,665.00		0.00

14. Name and Location of Position's Organization

22. Name and Location of Position's Organization

US ARMY
SOMEWHERE DIVISION
FORT EUSTIS, VA 23604 A



NPA (Cont'd)



EMPLOYEE DATA

23. Veterans Preference				24. Tenure		25. Agency Use		26. Veterans Preference for RIF	
1		1 - None 2 - 5-Point	3 - 10-Point/Disability 4 - 10-Point/Compensable	5 - 10-Point/Other 6 - 10-Point/Compensable/30%		2		0 - None 1 - Permanent	2 - Conditional 3 - Indefinite
				28. Annuitant Indicator				29. Pay Rate Determinant	
Basic only				2		Ret Officer		0	
31. Service Comp. Date (Leave)			32. Work Schedule			33. Part Time Hours Per Biweekly Pay Period			
FERS and FICA			01-01-2002			F Full-Time			

POSITION DATA

34. Position Occupied		35. FLSA Category		36. Appropriation Code		37. Bargaining Unit Status			
1		1 - Competitive Service 2 - Excepted Service	3 - SES General 4 - SES Career Reserved	E E - Exempt N - Nonexempt		12345678URZ		AR5800	
38. Duty Station Code 511004700				39. Duty Station (City -- County -- State or Overseas Location) FORT EUSTIS / NEWPORT NEWS / VIRGINIA					
40. Agency Data LB		41. PON #OA		42. 02AUG6ER011111		43.		44. TDA DATA TC/W0UVAA/800/001	



NPA (Cont'd)



45. Remarks

Appointment affidavit executed 01-01-2002.

Selected from SCER0411111, dated 30-SEP-2001

Service counting toward career tenure from 01-JAN-2002.

Appointment is subject to completion of one year initial probationary period beginning 01-JAN-2002.

Frozen Service: 00 YRS 00 MOS

Creditable Military Service: None

Previous retirement coverage: Never covered.

Employee is automatically covered under FERS.

OPF maintained by OASA(M&RA), South Central CPOC, ATTN: DAPE-CP-SC-M, Sparkman Center, Bldg 5304, Redstone Arsenal, AL 35898.

46. Employing Department or Agency

U.S. Army Training and Doctrine Command (ARTC)

50. Signature/Authentication and Title of Approving Official

47. Agency Code

ARTC

48. Personnel Office ID

2043

49. Approval Date

01-02-2002

Author C. Bond
Authorized Official

TURN OVER FOR IMPORTANT INFORMATION

5-Part 50-316

1 - Employee Copy - Keep for Future Reference

Editions Prior to 7/91 Are Not Usable After 6/30/93

NSN 7540-01-333-6238

USAPPC V1.00



PERFORMANCE APPRAISAL RATING PERIODS



**NSPS 1 Oct - 30
Sep**

➤ BASE SYSTEM

- **ATSC 1 Feb - 31 Jan**
- **JRPO 1 Mar - 28 Feb**
- **Demo 1 Jul - 30 Jun**
- **AID 1 Oct - 30 Sep**
- **Others 1 Jan - 31 Dec**

➤ SENIOR SYSTEM

- **All GS/WS -9 thru GS-12 1 Nov - 31 Oct**
- **All GS/GM/WS-13 and up 1 Jul - 30 Jun**
- **Career Interns - EOD**

WITHIN GRADE WAITING PERIODS

GS STEPS (10 Step Scale)	WAITING PERIOD (Number of Weeks)	ALLOWABLE TIME IN NON-PAY STATUS (weeks)
2, 3, & 4	52	2
5, 6, & 7	104	4
8, 9 & 10	156	6

WG, WL, WS STEPS (5 Step Scale)	WAITING PERIOD (Number of Weeks)	ALLOWABLE TIME IN NON-PAY STATUS (weeks)
1 to 2	26	1
2 to 3	78	3
3 to 4 & 4 to 5	104	4



Leave Categories And Hours of Work



Annual Leave

Sick Leave

Leave

Leave W/O Pay

Home Leave

Excused Absence

Marrow/Organ Donor

Military Leave

Family & Medical

Funeral Leave

Court Leave

Bone

Leave Transfer Program

Compressed and Flexible Work

Schedules

Reference:

www.opm.gov/oca/leave/index.htm

Reference:



Leave Accrual



Annual

**Length of
Service
Days/Yr**

Accrual

Total

**Less than 3 yrs.
days**

4 hours

13

**More than 3 yrs., <15
days**

6 hours

20

**More than 15 yrs.
days**

8 hours

26

Sick

Maximum carryover to next leave year - 240

Adm (employed)

4 hours

13 days

No restriction on carryover to next leave



On-the-Job Injuries



- **Report all injuries promptly to the supervisor**
- **Obtain medical treatment and provide medical evidence to support claim**
- **Keep your supervisor informed**
- **Return to work within medical restrictions**




MANDATORY TRAINING

- Antiterrorism Awareness Training
- Constitution Day - <http://constitutionday.cpms.osd.mil/>
- Computer Security Training
- Ethics
- EEO
- Environmental Management System (EMS) Awareness Training
- <http://www.eustis.army.mil/ENRD/Training/training.htm>
- “NO FEAR” Act Training- Complete online
- Operations Security (OPSEC) Training
- Prevention of Sexual Harassment
- Subversion & Espionage Directed Against the US Army (SAEDA)
- Supervisory Development Course (Supervisors Only) -
https://www.aimsrdl.atsc.army.mil/secured/accp_top.htm
- HR For Supervisors (Supervisors Only)
- New Employee Orientation
- Suicide Prevention

Discuss these requirements with your supervisor to ensure you are scheduled to attend!!!

Civilian Leader Development Program

DL open to all	•Team Leaders •First Time Supervisors •Program Mgrs	•Supervisors •Managers •Program Mgrs	• GS13 above and comparable Pay Band •Supervisors •Managers •Program Mgrs	•GS 14/15 or comparable Pay Band •Board Selection
			Senior Service School	
			DOD Defense Leadership & Management Program (DLAMP)	
			Advanced Course (AC) - DL & Resident	
			Manager Development Course (MDC) - DL	
			Intermediate Course (IC) - DL & Resident	
			Basic Course (BC) - DL & Resident	
			Supervisory Development Course (SDC) - DL	
Action Officer Development Course (AODC) - DL				
Foundation Course (FC) - DL				



Online Courses



Distributed Learning (DL) Available Through the Web

Supervisor Development Course

Provide supervisors and managers with civilian administration skills such as work management and basic supervision

Required for employees in supervisory and managerial positions



Manager Development Course

Assist supervisors and managers with basic skills for managing work and leading people

Recommended for all civilians in supervisory and managerial positions



Action Officer Development Course

Developed for civilians who “work actions” on behalf of senior staff officers or commanders

Required for interns before completion of the intern program





Foundation Course

57 Hours Distributed Learning (DL)



The purpose of this course is to assist DA Civilians understand and appreciate Army values and customs, serve professionally as a member of the Department of the Army, and acquire foundation competencies for leader development

Know Army
leadership and
doctrine

Organize daily
activities

Apply the skills for
increasing self-
awareness

Know how to build
teams and practice
group dynamics

Comprehend
career progression
for DA civilians

Meet DA
administrative
requirements

Apply effective
communication
principles



Basic Course

Two Weeks Resident, 34 Hours DL



The purpose of this course is to assist DA Civilians understand and apply basic leadership skills to lead and manage small teams successfully, apply effective communication skills, demonstrate internal and external awareness, and develop and mentor subordinates

Apply
leadership
skills

Comply
with
applicable
laws

Improve self
and
subordinates

Demonstrate
leader
attributes

Manage mission
accomplishment



Intermediate Course



**Three weeks resident, 91 hours distributed
Learning (DL)**

The purpose of this course is to assist DA Civilians manage human and financial resources, implement change, direct program management and systems integration, display flexibility, resilience, and focus on mission

Develop leader attributes

Develop management
skills

Develop improved
communication skills

Generate mission
accomplishment

Prepare an organization
for the future



Advanced Course



Four weeks resident, 67 hours distributed Learning (DL)

The purpose of this course is to assist DA civilians become skilled in leading a complex organization, manage human and financial resources, lead change, inspire vision and creativity, direct program management and systems integration, display flexibility, resilience, and focus on mission

Lead people in a complex organization

Lead a complex organization inspiring vision and creativity

Operate within an environment of integrated systems with a focus on mission



CPAC WEBSITE



<http://www.eustis.army.mil/cpac>


CPAC-Eustis Home Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Mail Print Word Excel PowerPoint

Address <http://www.eustis.army.mil/cpac/> Go Links

Search Web Upgrade Now! Mail My Yahoo! Answers HotJobs Games




Civilian Personnel Advisory Center

Fort Eustis, VA


670 Lee Blvd, Fort Eustis, VA 23604-5096

(757) 878-2125



United We Stand

TOPICS:



[Alternative Work Schedules \(AWS\)](#)

[ANSWER](#)


[Army Benefits Center - Civilian \(ABC-C\) \(FEHB, FEGLI, TSP, Retirement, Death Benefits\)](#)

[Army CPOL Portal](#)

[Army Regional](#)

Welcome to the Fort Eustis Civilian Personnel Advisory Center's Home Page!


We are committed to providing you the best service possible, whether you are visiting us via the Internet or in our office. Just click on the topics on the left to link to the information that you need and expect from CPAC. If you have any questions or comments, do not hesitate to press Feedback. Thank you for visiting CPAC Online. You can access the Ft. Eustis Home Page by clicking [HERE](#).



Army Civilian Corps Creed

- I am an Army Civilian – a member of the Army Team
- I am dedicated to our Army, our Soldiers and Civilians
- I will always support the mission
- I provide stability and continuity during war and peace

[Click Here for the Employment Verification Service](#)



[EMPLOYEE PORTAL LOGIN \(CAC\)](#)

[AKO](#)

Search our site



The U.S. Army has employed civilians since 1776 in support of men and women in uniform. The Department of Defense is America's oldest, largest, busiest, and most successful "company". Today, with over 350,000 civilian employees, the Army is the Department of Defense's largest federal employer.



Site Updates

Oct Updates - ACTEDS Catalog

FY12 updates for [Chap01 SDC](#), [CP-28](#), [CP-29](#), [Chap02 SSC/PME Programs](#), [Appendix A](#), [Army War College](#), [Army War College Distant Education](#), and [Industrial College of the Army Forces plus DSLDP](#)

Oct 18 - Army NSPS

[Updated NSPS Guidance posted](#)

Sep 30 - Army BRAC

[BRAC 2005 completed on 15 Sep 2011](#)

Sept Updates! - FY12 ACTEDS Catalog

FY12 updates for [CP-13](#), [CP-17](#), and [CP-24](#), plus [CP-16](#), [CP-18](#), [CP-27](#), [CP-31](#), [CP-34](#), [CP-35](#), [CP-36](#), [CP-50](#), [CP-51](#), [CP-53](#), [CP-55](#), [CP-56](#), [CP-60](#), [CP-61](#) and [CP-64](#)

Sept 26 - ACTEDS Update

Latest News

OPM Releases Results of the OPM 2011 Federal Employee Viewpoint Survey

Oct 19, 2011 - This report includes information from the ANNUAL EMPLOYEE SURVEY. The survey measures employees' perceptions of whether, and to what extent, conditions which characterize successful organizations are present in Army ... [Read more.](#)

USAJOBS users experiencing delays/problems

Oct 18, 2011 - USAJOB is experiencing unusual software and hardware problems resulting from their recent upgrade to USAJOBS 3.0. ... [Read more.](#)

Supervisor Development Course (SDC) Enrollment: Mandatory Supervisor Training for All Supervisors

Oct 13, 2011 -If you haven't taken the class in the last 3 years, you need to. (CURRENT SUPERVISORS MUST TAKE THE COURSE AS REFRESHER TRAINING EVERY THREE YEARS. ALL SUPERVISORS MUST BE UP TO DATE NLT ... [Read more.](#)



Employee Portal

→ [Portal CAC Employee Login](#)
(Using Common Access Card - CAC)

→ [Click here for DCPDS/MyBiz/My Workplace/CSU](#)
(to enter NSPS Appraisal info or to view your SF-50)



https://acpolarmy.mil/cpolmain/cpolmain.portal?_nfpb=true&_pageLabel=home

File Edit View Favorites Tools Help

★ ★ ★ CPOL Portal 8.1 Desktop

Monday, May 4, 2009 Logout

U.S. ARMY CIVILIAN PERSONNEL ON-LINE

HOME **EMPLOYEE** **MANAGER** **HR SPECIALIST**

CPOL > HOME

greta.alto

Library Help Helpdesk Edit Account Info

Welcome



Welcome, greta.alto to the new CPOL Portal! You have successfully logged in.

The CPOL PORTAL is a one-stop site that provides access to all the information you may need as a Civilian Personnel employee. The Portal provides you with access to applications, information, news, benefits and much more. If you are a first time user please access the Portal Help for information on how to browse the Portal.

Portal Announcement

The latest CPOL Portal & Server Announcements

- Release Notes: Updated 04/30/09

As of 30 Apr, 2009:
at 7:00am Eastern EDT, the Portal was updated with the following:

1. Employee Data: Added new requirements to the acquisition stored procedure to include when the person and/or the position are not in the CSU. This will allow the stored procedure to move these records to the History table.
2. Reference Library: Add new link called "NSPS Pay Tables".
3. Citrix Links: A problem was encountered when the user has the latest Citrix client installed (XenApp 11) and tried to access the Citrix links within the Portal. Citrix has changed the way ICA files behave as an ActiveX plugin with the latest client. The Portal required a change in how the ICA files were generated so that it will work with the latest and current (Citrix Client 10) versions of Citrix.
4. All: Due to changes implemented by AKO for Local

Library



Welcome to the CPOL Library, your resource for knowledge and information.

- Benefits
- Civilian Plans & Strategies
- DCPDS JINIATOR and GHOSTVIEW software
- Emergency HR Guidance
- General Information
- Labor Relations
- Management - Employee Relations
- Mobilization
- NAF - Nonappropriated Fund
- Non-Army Guidance (DoD, OPM)
- PERMISS
- Portal Library Homepage
- Position Classification
- Recruitment & Staffing
- SES - Senior Executive Service
- Training & Leadership Development

Links



Welcome to the CPOL Links.

- AKO
- Account Request Information
- Career Management
- Civilian News
- Deputy Chief of Staff, G-1 & Entitlements
- US Army Homepage
- What's New?

NSPS
National Security Personnel System

RSS Read

Go!

Military and Government Computer News Feed

GCN Top News go

Done

start

Inbox - Microsoft Out... CPOL Portal 8.1 Desk... InfoView - Windows I... Web Intelligence Jay...

Microsoft PowerPoint ...

Trusted sites 100%

4:48 PM
Monday
5/4/2009



How To Access My Biz?

- Click on Employee Tab

- Click on "MyBiz"



EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM

?

Help

My Benefits

Calculators

Transactions

Forms

My Profile

Information

Session

PIN

Logout

Pending Transactions

FEHB:

None

TSP:

None

TSP Catch-Up:

None

FEGLI:

None

Agency News

Welcome to the EBIS!
Effective 1 July, there are no more TSP Open Seasons. You can change your TSP contributions as you desire. Go to Transactions to make an election.

Calculators

Retirement Calculators

Quick Retirement Estimate

A simple 3-step tool to estimate the most common retirement benefits.

Advanced Retirement Estimate

A comprehensive tool for estimating various types of retirement, disability, death-in-service, and survivor benefits.

High-3 Average Salary

Use your salary history to compute the average of your highest 3 years of pay.

TSP Calculators

TSP Annuity Estimate

A tool to estimate TSP Single and Joint Life annuities.

TSP Projected Account Balance

Use this tool to project your TSP account balances into the future.

Other Calculators

Severance Pay

A tool to estimate a benefit that may be payable to you due to an involuntary separation.

FEGLI Calculator (Off-Site)

This calculator allows you to determine the value of various combinations of FEGLI coverage and calculate the premiums.

EBIS EMPLOYEE BENEFITS INFORMATION SYSTEM

Help



My Benefits



Calculators



Transactions



Forms



My Profile



Information

Session

User:

PIN

Logout

Pending Transactions

FEHB: None
TSP: None
TSP Catch-Up: None
FEGLI: None

Agency News

Welcome to EBIS!

Calculators : TSP Projected Account Balance

Enter your TSP fund balances, projected allocation percentages, and assumed rates of return:

TSP FUND	BEGINNING FUND BALANCES	CONTRIBUTION ALLOCATION	ASSUMED RATE OF RETURN
Fund G	\$ 0.00	0 %	0.000 %
Fund F	\$ 0.00	0 %	0.000 %
Fund C	\$ 0.00	0 %	0.000 %
Fund S	\$ 0.00	0 %	0.000 %
Fund I	\$ 0.00	0 %	0.000 %

		100%	

Enter contribution information:

Contribution Method

☒ Amount☐ Percentage

Contribution Amount OR

Percentage Per Pay Period

Contribution Period

Years

Months

Calculate...

EBIS

EMPLOYEE BENEFITS INFORMATION SYSTEM



Help



My Benefits



Calculators



Transactions



Forms



My Profile



Information

Session

User:

PIN

Logout

Pending Transactions

FEHB: None
TSP: None
TSP Catch-Up: None
FGLI: None

Agency News

Welcome to EBIS!

Calculators : TSP Projected Account Balance

Enter your TSP fund balances, projected allocation percentages, and assumed rates of return:

TSP FUND	BEGINNING FUND BALANCES	CONTRIBUTION ALLOCATION	ASSUMED RATE OF RETURN
Fund G	\$ 5000	10 %	1 %
Fund F	\$ 5000	10 %	1 %
Fund C	\$ 5000	20 %	7 %
Fund S	\$ 5000	40 %	7 %
Fund I	\$ 5000	20 %	7 %

100%

Enter contribution information:

Contribution Method

☐ Amount☒ Percentage

Contribution Amount OR

8

Percentage Per Pay Period

Contribution Period

10

Years

0

Months

Calculate...

The calculation normally completed on this page is not working correctly at this time. We anticipate this to be fixed very soon.



Pending Transactions

FEHB: None
TSP: None
FEGLI: None

Agency News

Welcome to the EBIS!
Effective 1 July, there are no more TSP Open Seasons. You can change your TSP contributions as you desire. Go to Transactions to make an election.

TSP Projection Calculation Results**Basis**

Retirement System FERS
Annual Basic Pay \$41,772.00
Assumed Pay Period Biweekly / 40 hour TOD
Contribution Per Pay Period 8.000%
Contribution Period 10 Years, 0 Months

Summary

	G Fund	F Fund	C Fund	S Fund	I Fund
Contribution Allocation	10%	10%	20%	40%	20%
Assumed Rates of Interest	1.000%	1.000%	7.000%	7.000%	7.000%
Beginning Fund Balances	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Accumulated During Period *	\$6,215.00	\$6,215.00	\$20,702.00	\$36,356.00	\$20,702.00
Balance at End of Period	\$11,215.00	\$11,215.00	\$25,702.00	\$41,356.00	\$25,702.00
Total Beginning Account Balance					\$25,000.00
Total Employee Contributions During Period					\$33,296.64
Total Employer Contributions During Period **					\$20,810.40
Total Investment Income (Earnings) During Period					\$36,082.96
Total Ending Balance					\$115,190.00

* Includes employee and, if applicable, employer contributions.

** If CSRS or CSRS Offset, this will be zero.



<https://mypay.dfas.mil>

- **View/Print/Save LES - Turn On/Off Hard-Copy**
- **View/Print/Save Tax Statements - Turn On/Off Hard-Copy**
- **Change Federal/State Tax Withholdings**
- **Update Bank Account/Electronic Fund Transfer Information**
- **Manage Allotments**
- **Make Address Changes**
- **Start/Stop U.S. Savings Bonds**

SELF SERVICE MY BIZ - EMPLOYMENT VERIFICATION TOOL WITHIN DCPDS

- **Self-Service tool in Defense Civilian Personnel Data System (DCPDS)**
<https://compo.dcpds.cpms.osd.mil>
- **Employee controls who receives the information**

NOTE: CPAC does not provide written employment verifications.

TYPES OF EMPLOYMENT VERIFICATION

Employment Information

- Name
- Current Date
- Job
- Organization
- Last 4 of SSAN
- Employment Status
- Start Dates
- Rate of Pay

Employment and Salary Information

- Same Employment Information Above Plus Total Salary

Other Websites/Phone Numbers

- **ABC-C (Army Benefits Center - Civilian)**
<https://www.abc.army.mil>
1-877-276-9287 or 1-877-276-9833
(TDD)
- **Flexible Spending Accounts (FSA)**
<http://fsafeds.com>
1-877-FSAFEDS or 1-877-372-3337
- **Long Term Care (LTC) Insurance**
<http://www.ltcfeds.com>
1-877-LTC-FEDS or 1-877-582-3337

Other Websites/Phone Numbers Cont'd

- **Thrift Savings Plan (TSP)**
<http://www.tsp.gov>
- **MyPay**
<https://mypay/dfas.mil/mypay.aspx>
- **Civilian Personnel On-Line (CPOL)**
<http://www.cpol.army.mil>
- **OPM Home Page**
<http://www.opm.gov>
- **Dental/Vision Plans**
<http://www.benefeds.com>



QUESTIONS